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10 July 1969

25X1 MEMORANDUM TO: [ ] DDS Records Administration Officer  
25X1 THRU : [ ] CIA Records Administration Officer  
SUBJECT : Purge of RAB Records Holdings

1. The records holdings, for RAB consisting of twenty boxes was purged 7 - 9 July 1969. The purge was conducted by the RAB Records Officer and was accomplished in the physical confines of the vaulted area, 7th floor, Magazine building.

2. Each box and each folder was screened. A potential savings of 5 cubic feet of space (25% of our total holdings) could be realized by repacking the material. This could be accomplished without a review of the material itself.

3. I have grouped the boxes, for disposition purposes in the following three categories:

- a. Five boxes - complete destruction
  - b. Eight boxes - 70-80% of the material could be destroyed after a cursory check is made
  - c. Seven boxes - contain O&M files survey, reports, program files and will require an extensive screening with a probable reduction of 20-30%
4. An unbelievable amount of housekeeping type of files are found among the holdings, such as:

Personnel - Ratings - promotion memos  
evaluation reports  
attendance & absences  
request for advance sick leave  
O/T performances - 1954  
job descriptions - personnel actions  
conduct - contributions - solicitation of funds  
transfers, relations & activities

Buildings & Grounds

parking space assignments  
electrical power outage  
[ ] first floor plan  
moves - work requests  
file space requirements

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Training & Travel - related break-down of these primary categories exist in individual folders

The above is just a sampling of the housekeeping type material that does exist in most of the boxes. The schedule clearly provides for the destruction of these records. Why hasn't it been done?

5. I recommend the following action be taken:

- a.  collectively make a cursory check of the Records as they presently exist in the vault.
- b. A final determination be made as to those records that may be destroyed and the Records Officer be instructed accordingly to effect the destruction.
- c. The remaining records be repacked and properly identified with new shelf listings.
- d. Current holdings be returned to the Records Center for retention.
- e. Encourage other elements to consider an extensive screening of their holdings.

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6. If we are to set an example for the other components in the Agency in records disposition, (destruction) we must not be "pack-rats". We cannot afford to keep records "just for the sake of keeping them". An objective approach uninhibited by sentiment is paramount in screening records and in making proper determination as to what must be kept and what may be destroyed.

7. I estimate that our records holdings can be reduced by at least 60%. Our holdings are small as compared to other Agency components. What would the results be if Records Officers in these larger elements were to follow our example? Col. White's request for an overall reduction of 50% of records holdings would appear to be plausible.

RAB Records Officer

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